

## SUITABILITY REFERRAL CHART

Agencies may use the chart that follows, or develop their own more specific referral guidelines, to determine which issues or combinations of issues warrant referral to the agency adjudications office for suitability review, adjudication, and potential agency debarment or referral to OPM for debarment consideration.

\*This Referral Chart applies to Applicants subject to investigation only.

Issues		Criteria
1.	<ul style="list-style-type: none"> <li>Any evidence of dishonesty or fraud in the competitive examination or appointment process (such as falsification of application)</li> </ul>	Always refer, regardless of the date of occurrence
2.	<ul style="list-style-type: none"> <li>Any statutory debarment issue</li> <li>Any loyalty or terrorism issue</li> </ul>	Always refer, regardless of the date of occurrence
3.	<b>MAJOR &amp; SUBSTANTIAL ISSUES (C &amp; D level)</b> <ul style="list-style-type: none"> <li>Patterns of conduct (such as a pattern of drug or alcohol abuse, financial irresponsibility or major liabilities, dishonesty, unemployability for negligence or misconduct, criminal conduct)</li> <li>Other than honorable military discharge</li> <li>Felony offense</li> <li>Illegal drug manufacturing, trafficking, or sale</li> <li>Major honesty issue (such as extortion, armed robbery, embezzlement, perjury)</li> <li>Serious violent behavior (such as rape, aggravated assault, arson, child abuse, manslaughter)</li> <li>Sexual misconduct (such as sexual assault, sexual harassment, prostitution)</li> <li>Illegal use of firearms or explosives</li> <li>Hatch Act violation</li> <li>Employment related conduct involving dishonest, criminal, or violent behavior</li> </ul>	Refer all within 3 years  <i>For patterns, the conduct may begin prior to, but must extend into, the last 3 years</i>

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Issues	Criteria
<p>4. MODERATE ISSUES (B level)</p> <ul style="list-style-type: none"> <li>• Driving while intoxicated</li> <li>• Drug-related offense</li> <li>• Petty Theft or Forgery</li> <li>• Disorderly conduct, assault, criminal mischief, harassment</li> <li>• Employment related misconduct involving insubordination, absenteeism, rules violations</li> </ul>	<p>Refer for 2 or more occurrences within 3 years</p> <p><i>May be a combination of Moderate and Minor issues within 3 years</i></p>
<p>5. MINOR ISSUES (A level)</p> <ul style="list-style-type: none"> <li>• Minor liquor law violation</li> <li>• Minor traffic violation</li> <li>• Bad check</li> <li>• Minor disruptive conduct (such as trespassing, vagrancy, loitering, disturbing the peace)</li> <li>• Minor employment related misconduct</li> </ul>	<p>Refer for 3 or more occurrences within 3 years</p> <p><i>May be a combination of these issues within 3 years</i></p>